

LIVESCAN

I. Introduction

As the foundation of Michigan's criminal history record system, fingerprints are the only practical, positive means of identifying an individual. Throughout the history of tracking criminals, such characteristics as names, paper identification, dates of birth, photos, and other distinguishing characteristics have proved unreliable. Fingerprints have become widely established as a foundation for individual identification. As the universally accepted method of identifying an individual with certainty, the 10-print impressions stand-alone.

Criminal history records require certainty of fingerprint identification. Without a set of fingerprints to match against the existing file, there can be no additions, modifications, upgrades, or deletions to an existing criminal history record. Proper fingerprint impressions offer a number of significant benefits:

- **Better AFIS Files.** Michigan has been using an Automated Fingerprint Identification System (AFIS) since 1988. While AFIS contributes computer power to the classification and matching of fingerprints, efficiency of the system still depends upon the quality of fingerprint impressions as the basic record. Poor quality fingerprints entered into AFIS significantly reduce the matching capability, and thus the accuracy of the search results. 10-print identifications and latent print searches may prove to be unsuccessful if poor quality prints are submitted for AFIS searching.
- **Save Time.** A good set of prints allows smooth and efficient handling by AFIS. Poor fingerprint impressions take a longer time to process. The identification process associated with poor quality fingerprints requires excessive manual intervention to perform a search that affects the timeliness for recording the arrest on the Criminal History Record.
- **Better Chance of Matching.** With good impressions, there is a higher likelihood of finding an existing file match. A technician can identify characteristics, and there is also less likelihood of mistakenly creating a new file for a previously arrested individual.

Many agencies have a LiveScan device used to fingerprint individuals. A LiveScan device can provide several benefits including:

- Eliminates messy fingerprinting with ink
- Eliminates duplicate keying
- Real-time verification of fingerprint quality
- Correct bad prints easier
- Eliminates dual fingerprinting for FBI
- Fingerprint once – generate multiple cards/copies
- Reduces physical contact with inmate
- Prompt screening for prior criminal record
- Immediate update of criminal record
- Provides the infrastructure for submitting mugshots, scars, marks and tattoos to the Michigan State Police Statewide Network of Agency Photos (SNAP)

II. LiveScan Start Up Check List

LiveScan agencies must complete the following documents prior to installing a LiveScan device.

1. LiveScan Application
2. CJIS Agreement
3. Meet/speak with local agencies (Serviced Agencies) for which your agency plans to submit fingerprints and offer them the opportunity to participate.
4. LiveScan Local Service Agreement
5. Network Diagram

Mail signed original forms to:

Michigan Department of State Police
Criminal Justice Information Center
AFIS/LiveScan Section
7150 Harris Drive
Lansing, MI 48913

The following are other tasks to be considered prior to installing a LiveScan device.

1. Begin evaluating the certified LiveScan devices available. There are three: Crossmatch, Identix, ID Networks. You can contact MSP/CJIC to arrange for a demonstration of all three devices in the MSP LiveScan Lab. You can also contact the vendors directly.
2. If you have an existing booking system, you may consider interfacing it with your LiveScan device to reduce duplicate data entry. It maybe possible to populate the LiveScan input screens from the data entered in the booking system. Contact your booking system vendor or IT support staff.
3. If you have an existing mugshot system, you may consider interfacing it with your LiveScan device so photos can be submitted to the Statewide Network of Agency Photos (SNAP). MSP/CJIC can also provide a demonstration of mugshot software and SNAP. Contact your mugshot system vendor or IT support staff.
4. Provide detail in the LiveScan application network diagram to ensure your local network meet the State's security requirements. Contact MSP Security Officer at (517) 336-6351.
5. Do you have an existing LEIN workstation to receive the State's identification response? If you need a LEIN station, contact MSP LEIN Field Services at (517) 322-1955.

III. Hardware

There are three certified LiveScan vendors for the State of Michigan.

| Vendor | Contact | ADDRESS | TELEPHONE | E-MAIL |
|-----------------------|--|--|--------------------|--|
| Crossmatch | Jack Niel Michigan Sales Rep | South Carolina | (864) 238- 8318 | Tjn011@bellsouth.net |
| ID Networks | Doug Blenman Jr Michigan Sales Rep | 7720 Jefferson Road Ashtabula, OH 44004 | (800) 982- 0751 | dbleman@idnetworks.com |
| Identix/ Visionics | Gary Newlin Michigan Sales Rep | 5600 Rowland Road Minnetonka, MN 47404 | (800) 932- 0889 | Gary.newlin@identix.com |

IV. LiveScan Administration Check List

Follow up with Prosecutor:

- Decide with PA on **uniform format** to use when submitting **incident number** via LiveScan. This is VERY important so that when PA submits charge information electronically it synchronizes with arrest segment on criminal history.
- Continue to provide Prosecutor with fingerprint cards for approximately 10-12 weeks after your staff is submitting "Retainable" transactions and the Prosecutor is submitting charge information electronically. The Prosecutor will notify you when you no longer have to submit fingerprint cards to them.

Follow up with Court:

- Order for Fingerprints – Court must attach a copy of the complaint/citation to the Order for Fingerprints. This complaint/citation has necessary information for officers to submit arrest information via LiveScan.

LiveScan Device Issues:

- Administrative Passwords – MSP strongly encourages allowing working supervisors or select officers to be given administrative password rights on the LiveScan device to enable error correction, etc when necessary.
- Default Settings – discuss with staff to establish what will work best for your particular situation:
 - Retention Code – should default to "Yes" for fingerprints and arrest information to be retained on criminal history record
 - Arrest ORI – Avoid defaulting to a particular ORI unless you only fingerprint for ONE arresting agency.
 - Prosecutor ORI – If you only have one PA ORI – default to it.
 - Court ORI – In most cases everything goes through the District Court (Even Felonies prior to being waived or bound over to Circuit) so you may choose to

default but need to remember to change to Probate when fingerprinting Juveniles.

- Send Copy To – if PA or Court has LEIN terminal and want a copy of all criminal history records you can set this field to default to their ORI numbers. You can also use this field to send a copy of the criminal history record to the arresting agency on a transaction by transaction basis.
- Booking Interface Issues – verify with staff that correct information is transferring to LiveScan device to avoid duplicate entry. If something is not transferring contact your booking vendor. Chances are you paid for this interface – make sure it is working correctly.

Info to Share with Law Enforcement Agencies you fingerprint for:

- Incident # will be submitted through LiveScan in a uniform format to Criminal History to ensure matching of arrest and charge segments. This will not affect each agencies particular numbering system – just provides uniformity for synchronizing arrest and charge segments on criminal history records.
- Send Copy To – LiveScan has the ability to send a copy of the criminal history record to any designated LEIN printer via ORI. This criminal history record will have the current arrest information on it for the officer to submit with their request for warrant to the PA.

V. Data Exchange

See Criminal LiveScan specification 2004.

VI. Implementation Budget

The following are estimated purchase and support costs. Though extended warranty is optional, it is highly recommended that the agency purchase this option. Each agency should contact the vendor to negotiate pricing.

| Item | Price Range | Comments |
|------------------------------------|------------------------|--|
| LiveScan Device | \$10,200-\$17,000 | Includes Printer |
| Vendor Training | \$1,500-\$1,700 | One Day onsite installation and training |
| | | |
| Total | \$10,500-18,400 | |
| Options | | |
| Laptop PC | \$1,500 | |
| Desktop PC | \$800 | |
| Card Scanner | \$3,000 | |
| Demographics Interface | Need quote | Interface with your booking system |
| Magnetic or Bar Code Reader | \$3,400 | |
| Extended Warranty/Support – 12 mo. | \$1,200-\$1,500 | |
| Extended Warranty/Support – 24 mo. | \$2,300-\$3,000 | |
| Extended Warranty/Support – 36 mo. | \$3,300-\$4,500 | |

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| Extended Warranty/Support – 48 mo. | \$4,000-\$6,000 | |
| Extended Warranty/Support – 60 mo. | \$4,800-\$7,500 | |

VII. Implementation Timeline

The following is an estimated schedule of activities to implement a LiveScan device. The duration may vary due to availability of internal and external resources. Some activities may overlap and occur at the same time.

1. Grant Approval (2 weeks, if applicable)
2. Vendor evaluation and purchase (2 weeks)
3. LiveScan Application Approval (1 week)
4. Network Connectivity (6-8 weeks, see Network Requirements section for details)
5. LiveScan installed (2 weeks)
6. LiveScan Testing (2 weeks)
7. LiveScan Training (1 weeks)
8. Estimated duration is 8 to 12 weeks.

VIII. Forms

See attached forms.